

PUBLIC HEALTH EMERGENCY RESPONSE PLANNING COORDINATOR

City of Milwaukee Health Department (MHD)

The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

PURPOSE: The Public Health Emergency Response Planning Coordinator, assigned to the Disease Control and Prevention (DCP) Division, MHD, is primarily responsible for development of written emergency plans and protocols, internal and external resource identification, and coordination of assets that may be deployed or managed by the City of Milwaukee Health Department (MHD) during both man-made (Bioterrorism) or natural occurring (Pandemic Flu) community emergencies. The position is also responsible for field supervision of Environmental & Communicable Disease Specialists in the DCP, and operational oversight of programs related to air and water quality, toxic materials management and emergency field response and integration with other first responder agencies. This position also manages the response to citizen complaints on a wide range of environmental and nuisance issue of public health importance as well as provides technical and operational support during communicable and emerging infectious disease outbreaks.

ESSENTIAL FUNCTIONS:

- 50% Oversee development, review and evaluation of public health emergency preparedness and response plans as related to public health response in the City, County and region as directed. Develop protocols for department staff response to emergencies requiring public health intervention. Recommendations on necessary training of department staff to ensure effective emergency response. Design, evaluate or participate in department and outside agency emergency response exercises and identify gaps in public health preparedness and planning.
- 20% Supervise all Environmental & Communicable Disease Specialists in department and provide technical and operational support within the Division of Disease Control and Prevention as well as other departmental areas as directed. Manage all field inspectional, investigative and consultative services provided by supervised staff to citizens, organizations and other government agencies external to the department. and as related to programs including: Occupational Health, Hazardous and Toxic Materials Control, Indoor and Outdoor Air Quality, Environmental Audits and Assessments, Surface and Drinking Water Quality Assurance and Vectorborne or Waterborne Illness.
- 20% Manage and provide administrative and technical support in the development of new or assigned grants, contracts and interagency agreements as directed by the Division Manager. Participate, attend and represent department on various workgroups, committees, subcommittees task force, coalitions and consortia as related to various emergency preparedness funding and as directed by the Division Manager. Prepare necessary compliance reports and summaries as assigned or directed by Division Manager.
- 5% Review and prepare summaries as requested by the Division Manager of technical and scientific reports, literature, papers, statistical analyses summaries and tables as related to public health emergency preparedness and response or other relevant environmental and communicable disease topics.

Public Health Emergency Response Planning Coordinator

5% Perform other duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

Working Conditions: Occasionally will be exposed to fumes or airborne particles, toxic or caustic chemicals, and outdoor weather conditions. May work outside of regular work hours in conjunction with public health emergencies and investigations and/or be assigned to participate in an MHD Incident Command System during a declared public health emergency.

MINIMUM REQUIREMENTS:

1. Bachelor's degree in Chemistry, Physical or Natural Sciences, Public/Environmental Health or related field from an accredited college or university. A Master's degree in a similar field will substitute for one year of experience.
2. Three years of progressively responsible experience in the health field, including at least two years of project/program management or administrative leadership.
NOTE: Equivalent combinations of education and experience may also be considered.
3. Valid Driver's License and properly insured vehicle to be used on the job at time of appointment and throughout employment.
4. Residency in the City of Milwaukee within 6 months of appointment and throughout employment.
5. Registration as an Environmental Health Professional in the State of Wisconsin within two years of appointment.
6. Must receive Certificates of completion of NIMS 700 and ICS 100 within six months of appointment.

DESIRABLE QUALIFICATIONS:

- Training or experience in knowledge of Weapons of Mass Destruction (WMD) and Public Health Emergency Preparedness.
- Bi-lingual in Spanish, Hmong or Russian.

KNOWLEDGE, SKILL, AND ABILITIES REQUIRED:

- Familiarity with emergency planning, preparedness and response management at the local, state or federal level.
- Knowledge of acute communicable and chronic disease epidemiology and statistical reporting systems or public health informatics
- Strong oral communication skills, including the ability to effectively present information to top management, public groups or boards of directors,
- Strong Written communication skills, including ability to write speeches and articles for publication.
- Ability to build and maintain good working relationships with a multi-cultural, multi-disciplinary staff, other agencies and the public; provide services in a culturally sensitive manner; function as a team player.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents.
- Ability to define problems, collect data, establish facts and draw valid conclusions

Public Health Emergency Response Planning Coordinator

- Planning and Organizing skills.
- Knowledge and ability to work with computer applications, including database, internet, project management, spreadsheet, and word processing software; computer proficiency in Microsoft applications, mapping, modeling, and statistical packages.
- Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry; ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- Ability to supervise and manage team dynamics of a multidisciplinary and diverse staff.
- Ability to withstand exposure to fumes or airborne particles, toxic or caustic chemicals and outdoor weather conditions.

THE CURRENT SALARY RANGE (1DX) IS \$ 53,519 to \$ 74,922 annually, with excellent benefits. *Recruitment is normally at the beginning of the range.*

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral or performance exams. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **July 27, 2012**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time and place of the examination.

APPLICATIONS and further information may be obtained from www.milwaukee.gov/jobs or in person or via mail from City of Milwaukee Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202-3554, or by calling 414.286.3751.